

ADEO WEB is looking for a new team member - Office Administrator!



At ADEO WEB we put our people first. We build projects and products that create impact for our clients. From innovative projects like ACER, Lenovo, a leading book publisher in Baltics Alma Littera, Electronics leader Topo Centras, world-wide pharmacy and manufacturer giants, enterprise services platform blur Group to pioneering SaaS product PassCamp - a password manager for teams.

At ADEO WEB you will be responsible for coordinating office activities and undertaking administrative tasks. You will also be a part of management team and create a value contributing to the growth of ADEO WEB company. This job position can have flexible working hours and can be combined with your studies.

Objectives and Responsibilities

Administrative tasks: you will be responsible for managing incoming and outgoing post, you will also help us to organise the documentation and manage office equipment.

Organisational tasks: you will help in maintaining internal communication and company culture by organising various events for ADEO WEB team. As we are constantly participating in local and international expositions, you will help us in preparational stage for the expositions and in many more organisational tasks.

Constant communication: every day you will be communicating with ADEO WEB team and stakeholders in both verbal and written communication. There will be a need to greet ADEO WEB visitors, to communicate with partners and suppliers of various services. You

will also contribute in internal office communication between ADEO WEB and other companies, working in the same workspace called Blaster.

Minimal qualifications

- Volunteering experience at NGOs or any other organisations;
- High level of organisational skills;
- High level of verbal and written communication skills;
- Last year student or a graduate;
- English language.

Preferred Qualifications

Education: you are preferred to have a Bachelor degree or to be a last year student, or a graduate.

Experience: one year experience in similar job position or activity is preferred.

People Skills: you also need to demonstrate an ability to build strong, meaningful, and lasting relationships with people. We expect you to be a likable individual who is easy to talk to and who inspires comfort and trust in others. If your dream is to become a Human Resources specialist, this position is a great place to start.

Communication skills: we expect you to have great written and verbal communication skills in both Lithuanian and English languages.

Efficiency tools: you should have great computer skills and demonstrate high proficiency in the use of Ms Office, also you should be a quick learner in using various digital communication tools.

Organisational skills: you will be working with a different set of tasks what requires organisational skills. There also shouldn't be a problem for you to work in a cross-functional setting.

Proactiveness: we are looking for a colleague who would be willing to grow our company and grow also as a specialist. We will ask you not only to complete the tasks but to improve the internal organisational processes in ADEO WEB too.

Interested in this job opportunity? Then we want to meet you! Visit Send us your CV and motivation to cv@adeoweb.biz.